



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**MEDICAL TECHNICAL ASSISTANT (PSYCHIATRIC)**  
**CONTINUOUS TESTING**  
**OPEN SPOT FOR THE PSYCHIATRIC PROGRAM AT VACAVILLE**

**Range J: \$3289    Range K: \$3764-4574**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted. You should verify the salary level(s) with the department personnel office before making any commitments.

**WHERE TO APPLY**      **PSYCHIATRIC PROGRAM AT VACAVILLE**  
**PERSONNEL OFFICE**  
**P.O. BOX 2297**  
**VACAVILLE, CA 95696-2297**  
**(707) 449-6514/TDD (916) 654-1782**

**Submit applications only to address indicated above .** Do not submit applications to the State Personnel Board.

**SPECIAL TESTING**      If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

**APPLICATION DEADLINE**      **CONTINUOUS TESTING-NO APPLICATION DEADLINE-**Testing is considered continuous as examining dates may be set at any time.

**EXAM PLAN**      This examination will consist of a Supplemental Application, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained on the Supplemental Application and you must pass all other components of this examination.

This is an open examination. Applications will not be accepted on a promotional basis.

**MINIMUM QUALIFICATIONS**      NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office. All applications/resumes must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

**Education:** Equivalent to the completion of the twelfth grade. [This may be demonstrated by (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test, (3) passing the General Education Development (GED) test meeting California high school graduation standards, or (4) possession of a college degree (Associate of Arts or higher) from a college accredited by the Western Association of Colleges and Universities.] **AND**

**EITHER I**

Possession of a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse or a Registered Nurse. (Applicants who are within six months of completing their academic training as a Psychiatric Technician, a Licensed Vocational Nurse or a Registered Nurse will be admitted to the examination, but must obtain a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse or a Registered Nurse to be eligible for appointment.) **AND**

One year of work experience within the last three years rendering patient or nursing care, or an Emergency Medical Technician I Certificate.

**OR II**

Twelve months experience rendering patient care while on active duty in the medical corps of any of the armed forces of the United States or in the United States Public Health Service and completion of the basic course of instruction in nursing required by the United States Public Health Service or by his or her particular branch of the armed forces. (Persons qualifying under this pattern must be eligible at time of appointment for licensure as a Psychiatric Technician, Registered Nurse or Licensed Vocational Nurse and must obtain a State of California license within six months of employment as a Psychiatric Technician, Registered Nurse or Licensed Vocational Nurse.)

**SPECIAL PERSONAL CHARACTERISTICS**      Neat personal appearance; adaptability; emotional maturity and stability; tact; patience; sympathetic and objective understanding of persons under restraint; leadership ability; willingness to work irregular hours and report for duty at any time due to an emergency. Assignments during a shift may include sole responsibility for the supervision of inmate-patients or the protection of personal and real property.

**JOB DESCRIPTION**      Medical Technical Assistants (Psychiatric) help create a clean, safe and therapeutic environment for inmate-patients and apply mental health principles in all relationships with inmate-patients. Incumbents perform tasks involved in the medical or psychiatric care of inmate-patients; maintain order and supervise the conduct of inmate-patients; protect and maintain the safety of persons and property; provide a basic level of general behavioral psychiatric nursing care to inmate-patients who are mentally disordered offenders; participate in the overall psychiatric treatment program, and do other related work.

**POSITION LOCATION(S)**      Positions exist at the Psychiatric Program at Vacaville.

**EXAMINATION ELIGIBILITY LIMITATION**      **The testing period for this classification is 18 months.** You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health within the last 18 months, you are not eligible to compete in this examination.

**EXAM INFORMATION**      If your application is accepted you will proceed to the first component of the process. You must pass each component, in order to advance to any subsequent components. The selection process is as follows: Supplemental Application - Weighted 100%; Vision Test - Pass/Fail; Physical Abilities Test - Pass/Fail; Background Investigation - Pass/Fail; Preemployment Medical Examination - Pass/Fail.

**SUPPLEMENTAL APPLICATION – WEIGHTED 100%:** Upon acceptance into the examination you will be sent a supplemental application package. The package will include the supplemental application and personal history statement (PHS). The Supplemental Application must be completed and returned to Vacaville Psychiatric Program, Personnel Office, P.O. Box 2297, Vacaville, CA 95696-2297 within the time specified.

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.



DO NOT RETURN THE PHS AT THIS TIME. YOU WILL BE REQUIRED TO TAKE THE PHS WITH YOU TO THE NEXT PHASE OF THE EXAMINATION.

The supplemental application will be scored. A minimum rating of 70% must be attained on the supplemental application. Competitors who do not complete all components of the supplemental application package will not move on to the next component of the examination. You will be rated on:

- A. **Knowledge of:**
1. Fundamentals of nursing care, general behavioral and psychiatric procedures, inmate-patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered inmate-patients.

2. Current first aid methods.

3. Medical terminology.

4. Pharmacology.

5. Cardiopulmonary resuscitation.

6. Management of Assaultive Behavior techniques custody procedures.

7. Hospital procedures.
- B. **Ability to:**
1. Learn and apply sound judgment in situations including the protection of persons and property.

2. Apply basic nursing knowledge, skills and attitudes.

3. Establish effective therapeutic relationships with mentally disordered inmate-patients.

4. Recognize symptoms requiring medical or psychiatric attention.

5. Think and act quickly in emergencies.

6. Work with treatment team to provide structured leisure activities for inmate-patients.

7. Follow directions.

8. Communicate effectively.

9. Keep appropriate records.

10. Develop clear and concise reports of incidents.

11. Analyze situations accurately and take effective action.

12. Control, direct and instruct inmate-patients individually or in groups.

**VISION TEST – PASS/FAIL:** A vision test is conducted to determine your distance and color vision. To be successful in the vision test, your visual acuity must be no less than 20/200 in each eye. Color vision must be adequate to successfully perform the job as measured by the Ishihara or Farnsworth tests.

**PHYSICAL ABILITIES TEST- (PAT) – PASS/FAIL:** The PAT consists of two parts [the Risk Assessment (RA) and the actual physical test]: The R/A is a prescreening which is consists of the following:

1. Screening your current health status

2. Resting blood pressure (must be 148/90 or lower)

3. Cardiac risk assessment which includes the following:  
Age, height, weight, percent of body fat, blood pressure, family history, smoking history, and level of physical activity (scores are given for each category, the sum is used to determine your overall cardiovascular risk level. A score of 25 out of 80 points must be attained).

**To continue on to the second part of the PAT, you must meet the above screening requirements.**

The PAT is designed to simulate specific job duties and to evaluate your strengths and reaction to immediate stress. The PAT consists of five separate tests designed to evaluate overall fitness to perform specific required job duties listed below:

**Test 1 – Pedol Test - This test is designed to PREDICT your ability to run 500 yards in two minutes:** You will warm up for one minute on a stationary bicycle. The tension will be increased proportionally to your body weight and you must continue to pedal 112 revolutions at 56 RPM for two minutes. The final minute, you will pedal at a very light tension at 30 RPM (cool-down). Your blood pressure and heart rate will be monitored during the test. This test taxes the heart and leg muscles.

**Test 2 – Grip Strength - This test is designed to PREDICT your ability to pick up a stretcher with a person weighing 185 pounds after running 500 yards:** You will be required to achieve a score of 34 kilograms (76 pounds) of peak pressure with either hand on the hand grip dynamometer. This tests the muscles in the forearm, hand and fingers.

**Test 3 – Trunk Strength - This test is designed to PREDICT your ability to drag an unconscious person weighing 165 pounds a distance of 20 feet in 20 seconds or less after running 500 yards:** You will be required to exert force against a cable tensiometer involving the abdominal muscles for the flexion and the back extensor muscles for the extension movement. You must pull the equivalent of 89 pounds for the flexion and 109 pounds for the extension movement to pass the trunk strength test.

**Test 4 – Dynamic Arm - This test is designed to PREDICT your ability to carry a stretcher containing a 185 pound person 1/8 mile with the assistance of one person and another 1/8 of a mile with the assistance of three other people:** You must complete 45 revolutions within 60 seconds at a workload of 2.5 kps pedaling the bicycle ergometer with your hands. This test taxes the muscles of the upper body.

**Test 5 – Dynamic Leg - This test is designed to PREDICT your ability to sprint 100 yards in 19 seconds:** You must complete 70 revolutions within 60 seconds at a workload of 3 kps pedaling the bicycle ergometer.

**BACKGROUND INVESTIGATION – PASS/FAIL:** Pursuant to Government Code Section 1031(d), all eligibles are required to undergo a thorough background investigation prior to appointment to a peace officer position. Information obtained will be used to determine if you are a law abiding citizen and of good moral character. Candidates who successfully clear the background will proceed to the next component – the Preemployment Medical Examination.

**PREEMPLOYMENT MEDICAL EXAMINATION (PEM) – PASS/FAIL:** If you are cleared for hire by the Background Investigation Section, you will be contacted to schedule a Preemployment Medical (PEM) examination. You may be precluded from hire if you possess any limitations that could place you or others at imminent risk in an institutional environment or which may restrict you from safely performing the essential functions of the position. The medical examination consists of the following: General physical examination, blood work, urinalysis, chest X-rays, Tuberculosis skin test, a written psychological evaluation and other tests as may be determined necessary. If you are cleared for hire, your name will be placed on the certification list for appointment consideration. *The PEM is valid for 90 days from the approval date.*

PEACE OFFICER  
REQUIREMENTS

Persons appointed as Peace Officers must meet the following requirements:

**AGE LIMITATION:** Minimum age for appointment is 21 years.

**FELONY DISQUALIFICATION:** Under the provisions of Government Code Section 1029 (a), persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

**TRAINING REQUIREMENT:** Successful completion of a training course under the provisions of Penal Code Section 832 is a requirement for permanent status in this class.

**CITIZENSHIP REQUIREMENT:** Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position a



person must be either a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his or her application for citizenship is denied.

**DRUG TESTING:** Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

<b>ELIGIBLE LIST INFORMATION</b>	The facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 18 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.
<b>VETERANS PREFERENCE</b>	Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.</b>

**For additional information regarding the Department of Mental Health and other employment opportunities access our website at [www.dmh.ca.gov](http://www.dmh.ca.gov).**

**GENERAL INFORMATION**

For an examination without a written feature it is the competitor’s responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor’s notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination, however, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor’s ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor’s personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.**